October 21, 1997

Project Team Work Intensifies in October and November

Over the past two months, Project Teams have been extremely busy as they begin the process of   contracting with vendors. Project teams have been meeting monthly to prepare for formal contracting processes and to develop scopes of work for vendors already under contract. This recent burst of activity is intensifying this month and in November, when three Requests for Proposals are due and a fourth is issued.   Below is an update that demonstrates where each project team is at in the contracting process.

Project 1 (Citizen Information Network Structure)
Project 1 issued a Request for Strategy last month at the advice of the Attorney General's Office. Originally, the team had planned on immediately issuing an RFP. However, legal issues limited the options the team had if it did not first issue an RFS. The RFS was due back October 15 - and the Project Team received 10 responses. The team will review these responses, and based on these responses, make any necessary changes to their RFP. The Project 1 RFP will be sent out no later than November 2 - and due early in December.

Project 2 & 3 (Internet Training & Materials Pilots)
Project 2 & 3 Team has decided to work with Iowa State University, Arizona State University, and Kirkwood Community College to implement their pilots. GSA had already determined that Arizona State University (Project 3) would be used to develop an additional training video and CD/ROM package. The Team agreed that Kirkwood Community College would carry out the Internet Training and Materials Development pilots (Project 2) and Iowa State University would evaluate the success and effectiveness of these trainings and materials. The team has developed a scope of work for all three institutions, and has completed a draft Memorandum of Agreement (MOU) to finalize the agreements. This MOU is currently being reviewed by the Attorney General's Office. The project will begin implementation in January.

Project 4 (Internet Training Pilot)
The Project 4 Team is on target with its original timeline. The team is waiting for a building to be completed, which will be ready in December. The team is prepared to begin trainings after the first of the year. Indian Hills Community College will be providing the trainings and other technical resources necessary for this project.

Project 5 (Online Local Government Budget & Tax Information System)
The Project 5 Team has contracted with a vendor to complete the first two phases of its project implementation. The first phase - the design of a software program for use by counties, cities, and schools to submit and share tax and budget information - has been completed. The software is being tested by a group of cities, counties, and schools - and their feedback will be used to make adjustments to the system. The second phase - the development of the database at the state level - is approximately half done and will be completed early next year. The final phase involves the development of the web interface.

Project 6 (Online Housing Information & Finance System)
The Project 6 Team is in the process of determining who they will contract with to conduct research on the information that will be contained on this project web site. This information will be compiled and provided to the Project 1 contractor, which is responsible for the individual project web sites. The team is looking at the three Regents institutions as possible contractors. The contractor will be identified at the team's November evaluation group meeting.

Project 7 (Business & Professional License Information Center/Regulation Guide)

Project 7 is planning to identify an existing contractor to complete the programming and redesign of the Business License Information Center. The team will miss the November deadline for the Professional Licensing Renewals web site - they have found that it is not possible for this activity to occur without a Digital Signature Law in Iowa. The team is hoping that the Legislature will pass a minimal Digital Signature Law early in session so that the team can get ready for the Spring cycle of professional licensing renewals.

Project 8 (Geographic Information Systems - GIS)

This team has identified a host for the Geospatial Information Clearinghouse (ITS) and a State GIS Coordinator (ITS has designated .5 FTE for this position). A draft Executive Order formalizing the Iowa GIS Council has been submitted to the Governor's Office and is currently being reviewed by the Governor's staff. The educational and training component of this project is currently being worked on. The Team anticipates that it will contract with a Regents institution to carry out the educational program.

Project 9 (State Tax and Wage Reporting System - STAWRS)

Project 9 continues to solidify its relationship with its new partner, the IRS. The Team hosted a focus group on September 30 to find out what employers thought about a combined state and federal tax reporting format. They found that large businesses were not satisfied with the idea, because many wanted a uniform state-federal form for all 50 states. However, small businesses were overwhelmingly accepting of the initiative and were very enthusiastic about the initiative. The team is reviewing their options for contracting and plans to be ready in January for a series of pilots. The team has run into a significant legal barrier that will require federal enabling language on disclosure. The team is working with Sen. Grassley to get this language passed and noted that similar exceptions were granted to the state of Montana.

Project 10 (Electronic Commerce Business Plan)

Project 10 issued a Request for Proposal on September 28. Responses are due back on October 27. The RFP was sent to 112 vendors, advertised in the DSM Register, and posted on the IowAccess Web site. One set of questions were submitted by a vendor wanting to respond to the RFP. The project leads met this week to answer these questions and complete their evaluation criteria weightings. This information was sent out Friday to all vendors.

Project 11 (Electronic Environmental Permitting)

Project 11 issued a Request for Proposal on September 28 - and responses are due back on October 27. The RFP was sent to 112 vendors, advertised in the DSM Register, and posted on the IowAccess Web site. One set of questions were submitted by a vendor wanting to respond to the RFP. The project leads answered these questions and complete their evaluation criteria weightings. This information was sent out on Friday to all vendors. The Team plans to hold a mandatory vendor conference in order to hand out a 300-page attachment that was not mailed out. The team plans to extend the question period at least a week after the conference - and extend the deadline for RFPs accordingly.

Project 12 (Automated Booking Station Pilots)

Project 12 is on schedule and has a sole source contract in place for the purchase of the necessary equipment for the pilots. The team is waiting for a Congressional waiting period to expire so they may receive a criminal history grant that will round out the funding for this project. The team has been working with their vendor to make sure they meet the April 1 deadline.

Project 13 (Human Services Information Resource & Referral System Pilot)

The Family Resource Development Association (Cedar Rapids) submitted an application to become the pilot community - and this application was selected by the Project 13 Team. The

Team has met with the Cedar Rapids team and is currently working on a scope of work for the community. The Team also issued an RFP on September 28 for the vendor that will be responsible for designing the system and creating the database. Responses to the RFP are due on October 27 - and the evaluation committee will meet on November 4 to make a determination. Although 112 vendors were mailed the RFP, only two sets of questions were submitted to the Team. Project leads answered these questions this week.

Project 14 (Integrated MIS for Mental Health)
Project 14 is meeting in two weeks to determine the route they will take to contract with a vendor. The team will have a better idea on timeframes once they have made this decision.

IowAccess Steering Committee Meets in December

The IowAccess Steering Committee will hold its next meeting on Friday, December 12, 9 am to Noon at the US Department of Veterans Affairs. The Steering Committee has not met for two months in order to get back on its quarterly schedule - and to wait on the progress of the Project Teams. The Committee decided to cancel its scheduled October meeting in order to wait for the Project Teams to complete their RFPs. The December meeting will address many issues brought forth by the project teams - including the need for a Digital Signature Law.

Meetings Schedule

The following meetings have been scheduled (full, up-to-date schedules can be found on the IowAccess web page by clicking "Master Schedule"):

Steering Committee
Friday, December 12
9:00 am - Noon
Federal Building, Veterans Affairs
Des Moines
Remote ICN Connections Available

Citizens Council
Friday, January 9, 1998
9:00 am - 1:00 pm
Site TBA - remote connections will be available

Team Leads Meeting
Wednesday, November 19
9:30 am - 11:30 am
IDED Conference Room, Des Moines

Wednesday, December 17
9:30 am - 11:30 am
IDED Conference Room, Des Moines

Project 1: CIN Support System
Tuesday, October 21
1:30 pm - 3:30 pm
Federal Building, Veterans Affairs, Des Moines

Remote ICN connections available

Tuesday, November 18
9:30 am - 11:30 am
Department of Education, Des Moines
Remote ICN connections available

Project 5: On-line Local Government Budgets
Tuesday, November 18
1:30 - 3:30 pm
Site TBA - Remote ICN hookups available

Project 7: Business & Professional Licensing
Wednesday, November 12
10:00 am - Noon
IDED Conference Room, Des Moines
Remote ICN hookups available

Wednesday, December 10
10:00 am - Noon
IDED Conference Room, Des Moines
Remote ICN hookups available

Project 8: GIS
Thursday, October 23
2:00 - 4:00 pm
Sites T.B.A.

Project 9: STAWRS
Thursday, November 20
1:30 - 3:30 pm
IDED Conference Room, Des Moines
Remote ICN hookups available

Thursday, December 18
1:30 pm - 3:30 pm
IDED Conference Room, Des Moines
Remote ICN hookups available

Project 11: Environmental Permitting
Tuesday, November 4
2:30 pm - 4:30 pm
Federal Building, Veterans Affairs
Remote ICN hookups available

Tuesday, December 2
2:30 pm - 4:30 pm
Federal Building, Veterans Affairs
Remote ICN sites available

Project 14: Uniform Data Report for Mental Health Services
Monday, October 27
1:30 pm - 3:30 pm
Department of Education, Des Moines
Remote ICN hookups available

Monday, November 24
1:30 pm - 3:30 pm
Department of Education, Des Moines
Remote ICN hookups available